



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HIGHWAY SUPERINTENDENT II

Job Number: 20000430

Job Code: 10670V161216

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 03/16/1999

Job Revised: 12/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$19,039 - Hourly

\$3,093.84 - 37.5 Hr. Monthly Salary

\$3,300.00 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises highway road units in the maintenance and repair of roads or work on special projects in an assigned area or within a highway district. Inspects work for completion. Maintains and completes records and reports (including electronic) on personnel, equipment and supplies. Supervises Highway Superintendent I's. Coordinates special assignments and projects with appropriate authorities. Performs Superintendent I duties as necessary; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have eight years of highway road maintenance or construction trades experience.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

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NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license and a valid Class A commercial driver's license with tank vehicle endorsement prior to appointment in this classification. <http://transportation.ky.gov/driver-licensing/> Within the six months probationary period, must have successfully completed training in policy management, safety and traffic control, work performance evaluation and the Kentucky Department of Highways Superintendent Training Program. Within the six months probationary period, must learn

and become efficient in the operation of computerized management systems such as the Equipment Management System and the Operations Management System. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises, assigns and schedules highway units in the maintenance and repair of roads, bridges, culverts, guardrails, roadside vegetation control, traffic signals, roadway lighting, traffic signs, pavement markings, delineation, etc. Inspects work for completion. Maintains and completes records and reports (including electronic) on personnel, equipment and supplies. Maintains an adequate inventory of materials, equipment and supplies. Receives, reviews and provides disposition of complaints from the public and employees. Follows purchasing procedures for procuring necessary materials and supplies. Interprets department policies and procedures. Ensures safety of employees. Evaluates condition of existing highway features. Coordinates special assignments and projects with appropriate authorities. Responsible for cleanliness and orderliness of operations facility and environmental compliance. Performs Superintendent I duties as necessary.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbents in this job title must possess the ability to walk, sit, stoop and bend. Must be able to lift and carry 30 pounds. Must be able to respond to emergencies.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title typically perform their work at the highway maintenance facility, at work sites throughout the assigned work area, and when necessary, district wide. Must be able to work extended hours and be outside supervising the work units during inclement weather.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*